

NASA Informal Education Institutions and Grantees Reverse Site Visit 2014
Hosted by Jet Propulsion Laboratory
US Space and Rocket Center, Educator Training Facility
One Tranquility Base, Huntsville, AL 35805
Agenda (04/28/14)

Outcomes

In support of the upcoming government-wide STEM education strategic plan to strategically focus Federal STEM efforts to have a more significant impact in areas of national priority, this gathering promotes communication, collaboration, and partnerships among NASA Education and Communication projects, and promotes professional competency through:

- Raising awareness of resources, roles, and expertise within the community
- Building grantees' and Technical Officers' knowledge of guidelines and requirements for managing NASA STEM Informal Education projects, with a special focus on reporting and accountability
- Building grantees' knowledge of commonalities amongst projects
- Broadening community knowledge of best-practices and resources for museum-related informal education projects

Tuesday April 29 - Thursday May 1, 2014
Technical Notes – Please Read

- The Huntsville Marriott Hotel is offering an optional daily breakfast buffet for \$14.95.
- The Reverse Site Visit on Wednesday and Thursday is taking place at the Educator Training Facility (ETF) on the grounds of the U.S. Space and Rocket Center, the building to the immediate North of the Marriott Hotel (a short walk). Please enter from the door at the West end of the ETF.
- If you have a mobile internet hot spot device, please bring it with you for use in the ETF. Wireless internet access is shared with the public at the museum and may get overloaded.
- Box lunches (from the Mars Grill at the U.S. Space and Rocket Center) will be available for purchase – (approximately \$8-\$12 CASH ONLY) per person per day – on Tuesday night registration and/or before 8:00AM on both Wednesday and Thursday. Pre-ordered box lunches will be available in our meeting room at the designated lunch times. (Please also feel free to bring your own lunch from another location such as the hotel restaurant “Seasons” or grocery store.)
- Please bring your own snack selection for breaks. Coffee and water are provided.
- The Huntsville weather forecast is for thunderstorm possibilities on Monday, Tuesday, and Wednesday, and cool temperatures on Thursday. The walk from the Marriott Hotel to the Educator Training Facility is outdoors for about 200 hundred feet, so prepare accordingly. If flight delays impact your presence at the meeting, please alert one of us via cell phone.
<http://forecast.weather.gov/MapClick.php?CityName=Huntsville&state=AL&site=HUN&lat=34.707&lon=-86.6277#.U1qHvo6krAI>
- Dress code for this event is business casual.

Notes: Reverse site visit website <https://informal.jpl.nasa.gov/museum/CP4SMP/2014-meeting>

***Dial-in sessions are recorded.**

*Dial-in number 888-790-5030, Participant passcode: CP4SMP

Times given are Central Standard Time.

All times/speakers subject to change.

JPL Team Cell Phones: Anita Sohus 818-636-7367

Leslie Lowes 818-389-9516

Jessica Parker 818-577-6948

Carla Johns 626-639-5343

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Tuesday April 29, 2014

- 8:45 am – noon** **OPTIONAL Bus Tour of Marshall Space Flight Center**
- Meet at 8:45 US Space and Rocket Center Museum Main Entrance
 - 8:45-9:00 Buy tickets at Ticket Booth Cost \$12 CASH ONLY
 - **REQUIRED:** (1) Pre-signup (2) Government-issued photo ID
 - 9:00 Busses depart from US Space and Rocket Center Museum Main Entrance; meet at NASA Training
 - Total stops include:
 - Payload Operations and Integration Center
Timothy J. (TJ) Creamer, NASA Astronaut and Payloads Operation Director and Lamar Stacy, Mission Ops Integration
 - Lab Training Complex/High School United with NASA to Create Hardware (HUNCH)
Lisa Smith, NASA Mission Support Requirements and Development
 - Engine Test Stand
Charles Hutton, System Analyst; Total Solutions, Inc
- Noon – 1:15 pm** **Lunch on own**
Available on site at USSRC Mars Grill or Marriott Hotel Seasons Restaurant
- 1:15 – 5:00 pm** **OPTIONAL Customized Walking Tour of US Space and Rocket Center**
(Tour will still be held if weather is rainy: carts will transport us)
- 1:15 Meet at Ticket Desk, Main Entrance, just West of Space Shuttle and parking lot. State you are with “NASA Reverse Site Visit”
 - USSRC staff members speak at major stops
 - 4:00 Last hour is free time inside the museum
- 5:00 – 6:30 pm** **Dinner on own – available on site at Marriott**
- 6:30 – 8:30 pm** **OPTIONAL Registration/Check-In and Packet Pick-up**
(Otters Lounge, Huntsville Marriott)
- Reverse Site Visit check-in, packet pick-up, and lunch orders
Come by and avoid the lines Wednesday morning!
Option to order lunch for delivery from preset menu (\$8-\$12 CASH)
- 7:30 – 8:30 pm** **NASA Civil Servant Only Business Meeting, REQUIRED for Technical Officers, Education Office Directors or Representatives**
Please eat dinner prior to meeting, or bring dinner to the meeting
(Satellite Room, Huntsville Marriott)

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Wednesday April 30, 2014

- 7:30 – 8:00 am** **Check-In & Poster Setup, & Internet Check**
- Check-In (USSRC Educator Training Facility Building, West Entrance)
 - Poster Setup
 - Lunch Orders (CASH ONLY)
 - Internet Access Check
- 8:00 – 10:15 am** **Welcome, Introductions, and State of Federal/NASA STEM Education (Sun Room)***
Dial-in number 888-790-5030, Participant passcode: CP4SMP
- Welcome and Overview
Leslie Lowes and Anita Sohus, Organizers, NASA/JPL CP4SMPVC Management Team
 - Welcome Panel
Deborah Barnhart, US Space and Rocket Center (USSRC) CEO
Bobby Watkins, Marshall Space Flight Center (MSFC) Office of Strategic Analysis and Communication Director
Tammy Rowan, MSFC Education Director
 - Navigation and Safety for the Education Training Facility
Fred Kepner, MSFC-WTI; Jessica Parker, NASA/ JPL Informal Education
 - Outcomes and Introductions of Participants - *Leslie Lowes and Anita Sohus*
 - The State of Federal and NASA STEM Education
Mary Sladek NASA Informal Education Outcome Manager
 - NASA Education Safety
Katie Wallace, NASA Director of Educator Professional Development
 - NASA Communications Coordinating Council & Major Events
June Malone, MSFC Manager, Public & Employee Communications Office
- 10:15 – 10:30 am** **Break**
- 10:30 – 11:20 am** **Co-STEM Evaluation and CAISE Evaluation Resources* (Sun Room)**
<https://jpl.webex.com/jpl/j.php?MTID=m0919f83624c4975c0ecc84717f3a629e>
Dial-in number 888-790-5030, Participant passcode: CP4SMP
- Supporting Co-STEM Evaluation – *Leslie Lowes*
 - Informal Science Project and Evaluation Resources (via webinar)
Grace Troxel, Trevor Nesbit, Kalie Sacco, Center for the Advancement of Information Science Education
Common Guidelines for Education Research and Development
Edith Gummer, NSF Division of Research on Learning in Formal and Informal Settings
- 11:20 – 11:30 am** **Poster Viewing/Lunch Break Instructions**
- 11:30 am – 1:00 pm** **Lunch & Poster Viewing**

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- 1:00 – 1:10 pm** **Group Photo (location TBD)**
- 1:10 – 2:15 pm** **Grant Accountability and Compliance Issue Panel (Sun Room)**
Moderator - *Mary Sladek*
- Importance and Requirements for Grant Reporting*
Ben Benvenuti, Lead Contract Specialist for Grants, and Theresa Stanley, Education Grant Officer, NASA Shared Services Center;
Leslie Lowes; Flint Wild, NASA Education Technologies Services
 - Grant Civil Rights Compliance* (via phone) – *Bob Cosgrove, NASA Office of Diversity and Equal Opportunity*
 - Grant Fraud Awareness – *David Kennedy and Lee Gibson*
 - *Special Agents, MSFC Office of Inspector General*
 - Lessons-learned in Grantee Audit Experience – *Grantee Speaker TBD*
- 2:15 – 2:30 pm** **Small-Group Experience-Sharing Session Instructions (Sun Room)**
- 2:30 – 2:45 pm** **Break/Change Rooms**
- 2:45 – 4:45 pm** **Small-Group Experience-Sharing Session 1**
- 3 concurrent facilitated round-table discussions for sharing of expertise
- Tips for product development (Earth Room - upstairs)
Focusing on a particular type of informal education product that the group agrees to at the start of the session, this discussion will evolve around practical aspects of the planning, creation, testing, or implementation of that product.
- Lessons learned in family and community programs (Moon Room – upstairs)
In this preparatory discussion for a CP4SMPVC PI-led session on this topic at ASTC 2014, participants in this group will describe how their project is targeted at family and/or communities, what effect the project had (or is planned to have) on that audience and on their institution, and select one or more challenges they'd like to address and discuss strategies to meet the challenges.
- Working with underserved audiences (Mars Room - upstairs)
At the group's discretion, one (or two) particular underserved audience(s) will be the focus of a discussion about strategies for best understanding and serving their needs.
- 4:45 – 5:00 pm** **End-of-Day Announcements (Sun Room)**
- 5:00 pm** **Adjourn**
- 6:30 pm** **OPTIONAL Small Group Dinners – Locations TBD**

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Thursday May 1, 2014

- 7:45 – 8:00 am** **Arrival (internet check and lunch orders)**
- 8:00 – 8:10 am** **Day Overview**
- 8:10 – 9:00 am** **Access to NASA People, Artifacts, and Resources (Sun Room)***
Dial-in number 888-790-5030, Participant passcode: CP4SMP
- NASA Mission Directorate Summaries
Aeronautics Research (via phone) – *Tony Springer, ARMD Education Lead*
Human Exploration and Operations – *Elsie Weigel, HEOMD Public and Educational Outreach*
Science – *Stephanie Stockman, SMD Education and Public Outreach Lead*
 - Easy Ways to Access NASA – *Jeff Ehmen, MSFC Pre-college Officer*
 - NASA Artifacts
Todd Cannon, Artifacts and Exhibits, NASA Marshall Space Flight Center
 - NASA Museum Alliance – *Anita Sohus, NASA Museum Alliance Manager*
- 9:00 – 9:30 am** **Small-Group Experience-Sharing Session 1 Report-Outs***
(Sun Room)
Dial-in number 888-790-5030, Participant passcode: CP4SMP
- 9:30 – 9:45 am** **Break/Change Rooms**
- 9:45 – 11:45 am** **Small-Group Experience-Sharing Session 2**
- 3 concurrent facilitated round-table discussions for sharing of expertise
- Lessons learned in recruiting participants (Earth Room - upstairs)
According to the group's preference, strategies will be discussed for successfully attracting and communicating with a particular type of audience you want to reach in your project.
- Broadening the unique experiences developed by grantees to other audiences/programs (Moon Room - upstairs)
Participants will select and discuss unique aspects of CP4SMPVC projects that could be broadened to other locations or audiences.
- Innovative ideas for expanding reach with fewer funds (Mars Room - upstairs)
This group will discuss innovations and efficiencies that can be developed to grow a project's impact.
- 11:45 am – 1:00 pm** **Working Lunch and Poster Viewing**
- 1:00 – 2:00 pm** **Guest Speaker: MSFC Space Launch System (Sun Room)***
Dr. Kimberly Robinson, MSFC Project Integration Manager
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- 2:00 – 2:30 pm** **Small-Group Experience-Sharing Session 2 Report-Outs***
(Sun Room)
Dial-in number 888-790-5030, Participant passcode: CP4SMP
- 2:30 – 2:45 pm** **Break**
- 2:45 – 3:30 pm** **Technical Officer/PI Team Collaboration Session**
- CP4SMPVC PI Teams work with Technical Officers to address collaboration and communication issues.
 - Each team develops and submits an action plan for addressing these issues after the Reverse Site Visit:
 - What NASA personnel, resources, and materials did you learn about that you expect to use in your project?
 - How will your NASA Technical Officer further assist in your project?
 - With what institution(s) or entity(s) could you develop a potential collaboration? What might the nature of that potential collaboration include?
 - What expertise would you like to share with the broader information education community, and how will you share it?
 - These responses will be compiled into a post-visit report.
- 3:30 – 4:00 pm** **Wrap-Up and Evaluation (Sun Room)**
- Concluding Remarks – *Leslie Lowes and Anita Sohus*
 - Post-conference evaluation – *Leslie Lowes*
- If possible, please use your laptop, notebook computer, iPad or iPhone to complete survey
- 4:00 pm** **Adjourn/Poster Tear-Down**

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